



REQUIREMENTS FOR RESIDENTIAL HVAC SYSTEM SUBMITTALS

Residential mechanical plans shall be submitted as per section M1401.3 of the 2009 Virginia Residential Code. Heating and cooling loads shall be calculated as per the current Manual J, and equipment shall be sized according to the current Manual S handbook and duct design shall be based upon Manual D.

When submitting heat loss/gain calculations and HVAC duct distribution system designs for review and approval, the following information shall be included:

1. *A completed ACCA Residential Plans Examiner Review Form.*
2. *Manual J1 form to include at least the following worksheets:*
 - a. *Total building loads*
 - b. *Individual system loads*
 - c. *Infiltration and duct leakage calculations*
 - d. *Room cfm requirements*
3. *Manual D Friction Rate worksheet.*
4. *Duct distribution system layout based on selected equipment.*
5. *Proposed equipment model numbers and equipment cut sheets indicating Airflow Capacities, Expanded Heating & Cooling Capacities and External Static Pressures.*
6. *Site plan with building orientation.*
7. *Certain conditions may require additional information on an as needed basis.*

Residential HVAC system submittals shall include the seal and signature of the engineer under whose supervision they were prepared, OR shall include the name, address and Master Tradesman's card number of the Master Mechanic under whose supervision they were prepared. Applications and plans may also be submitted digitally, in their entirety, to the front counter email address at:

ldscount@hampton.gov

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